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## FACULTY AFFAIRS COMMITTEE

### APPROVED MINUTES

**MEETING DATE:** Wednesday, November 6, 2019, 2-4pm in SF 329

Meeting led by Chandra Ganesh, Chair, FAC:

Quorum attained, with all FAC members present, except Eric Engdah:

Present: Andrew Carlos, Chandra Ganesh, Chris Kitting, Katherine Bell, Maria Cho, Sarah Taylor, Lan Wu, Linda Dobb (Presidential Representative).

Guests: Michael Lee (Academic Senate Chair). Mark Robinson again was valuable too, in assisting FAC. Thanks to all.

1. Approval of the agenda MSP
2. Approval of [10/16/19](#) minutes MSP
3. **Reports:**
  - a. Report of the Chair (has been reporting to Senate and communicating their comments)
  - b. Report of the Presidential Appointee
4. **Approvals:**
  - a. [CEAS](#) member on RTP subcommittee FAC vote for one of three, by secret ballot. Mary Fortune was elected, thanks. (Thanks to all considered.)
5. **Old Business:**
  - a. Assigned time for Exceptional Levels of Service to Students [Policy](#) & [Form](#)
    - i. [Memo](#) to Senate 10/29 & [Notes](#) from Senate meeting 10/29 Discussion of Senate concerns about <3 WTU, acknowledgments (vs. possible approval or concern) of Dept. Chair, and importance of new contract provisions. (Present policy has carried over voluntarily since 2017.)
  - b. Procedures for Evaluation of Tenured Faculty
    - i. Referred back from Senate on [4/9/19](#) (item 5.a. 18-19 FAC 7)
    - ii. 19-20 google doc [procedures](#) In response to Senate comments, sentences added e.g. about role of Dept Chair. (FERP faculty are retired, and explicitly do not require a 5-y review if intending to retire/FERP in the next year.) To streamline the dossier, with virtually no consequence, merely two course evaluations from each of the past five years will be sufficient in the dossier. (All evaluations are in the PAF for committee to examine.)

- c. Jury Duty Policy
  - i. [Draft](#) language --Being edited further.
- 6. **New Business:** Presidential Rep Dobb provided a terminal degree policy page, now adding that proposed changes include rationale for any change to the terminal degree. Present policy is old, and technically required a vote of tenured faculty only. Small departments and those with very few tenured faculty have become more common, so FAC will update the policy for terminal degrees, and ask that present proposals for a change in terminal degree document the decision process, continuing recent practices. Hiring requires accurate lists of terminal degrees, including US Dept of Homeland Security checking foreign hires for the listed terminal degree.
  - a. Terminal degree for [MS-HCA](#), Department of Public Affairs and Administration
  - b. Terminal degrees for [College of Business and Economics](#)
  - c. Terminal degree for [Art](#)
  - d. Terminal degrees for [Kinesiology](#)
  - e. Terminal degree for [Criminal Justice](#)
- 7. **Discussion:**
  - a. Exam Policy
    - i. [Draft policy](#) with notes. Comparisons with other campuses. Students proposed policy for  $\geq$ three exams on one day. Kate Bell kindly proposed a policy, with that policy to specify that smaller classes often are more practical for rescheduling.

Students are being invited to address FAC.
    - ii. [May 3 memo](#) from Senate Chair Lee
  - b. Terminal Degrees
    - i. [Process](#) for updating terminal degrees above.
- 8. Adjournment at 4PM. MSP.

(Next FAC meeting is November 20, 2-4pm in SF 329.)

Respectfully submitted by Chris Kitting, FAC Secretary